ADT: Career Program Employees (funded with central ACTEDS funds)

Who	Task		Time Frame
Applicant	Completes Application packet with all supporting forms, listing Supervisor as POC	Forwards packet to Supervisor	Upon acceptance but NLT 140 days prior to start of class
Supervisor	Supervisor reviews, concurs, completes Utilization Plan, signs Application Form	Forwards packet to ACPM. If no ACPM, Supervisor forwards to MCPM	
Activity Career Program Manager (ACPM)	Reviews packet, signs Application Form, and other applicable CP Forms	Forwards to MCPM	NLT 120 days prior to start of class
MACOM Career Program Manager (MCPM)	Reviews packet, signs Application Form and other applicable CP Forms	Forwards to FCR	NLT 90 days prior to start of class
Functional Chief Representative (FCR)	Reviews, Endorses via competitive process and approves use of CP funds, and other applicable CP Forms	Forwards to G-37/TRV (Civilian Training and Leader Development Division)	NLT 75 days prior to start of class
G-37/TRV	Reviews for completeness, develops internal tracking for accountability, certifies funds available	Forwards to Assistant Secretary, Manpower and Reserve Affairs (ASA(M&RA))	NLT 60 days prior to start of class
ASA (M&RA)	Reviews, approves, forwards to G-37/TRV for processing and management	G-37/TRV notifies FCR. FCR notifies MCPM, ACPM, Applicant. FCR POC enters Applicant in RASS, notifies Applicant. Applicant initiates SF 182 in RASS.	**SF 182 must be certified by G-37/TRV Budget preferably 30 days PRIOR to start of training**
	Returns unfavorable ADT packets to G-37/TRV	G-37/TRV returns packets to FCR. FCR notifies MCPM, ACPM, and	Supervisor notifies Applicant